

IT Professional Technical Services Master Contract Program T#:902TS

Statement of Work (SOW) For Technology Services Issued By

MN.IT Services @ DHS

Project Title: Microsoft Team Foundation Server (TFS) Upgrade and Configuration

Service Category

- Server (Application Design and Development)

Business Need

- MN.IT Services @ DHS currently utilizes Microsoft Team Foundation Server (TFS) 2010 as one of its repositories for application source code, as a tool for Agile project management, and as a tool for performing automated builds. In conjunction with TFS, MN.IT Services @ DHS also used Visual Studio.
- MN.IT Services @ DHS also uses other source control systems, such as StarTeam, SourceSafe, and CVS and other automated build tools, such as FinalBuilder; and other Agile project management software, such as OnTime.
- In order to move toward a uniform .NET-oriented development infrastructure, and to take full advantage of all of the features available in the latest version of TFS, MN.IT Services @ DHS needs to migrate from TFS 2010 to TFS 2012.

Project Deliverables

- 1. TFS 2012 Environment**
 - Verify that the installed TFS virtual servers meet the requirements of the agency.
 - Configure and test the TFS 2012 multi-tier environment (Application Server, SQL Server, Build Machine(s)).
- 2. Migration from TFS 2010 to 2012**
 - Plan, organize, test and execute migration of the existing projects from TFS 2010 to the new environment, including TFS 2010 PowerTools.
 - Work with MN.IT Services @ DHS staff on scenarios for the WorkItem/Workflow migration/configuration
- 3. Builds**
 - Design, configure and test build process based on the TFS 2010 Windows Workflow process.
 - Install and configure TFSDeployer
 - Build/Deploy process should be configured for .NET applications, Silverlight applications, and Classic ASP/VB6 components application.
- 4. Training**

- Review process organization with various .NET areas and provide training on how to get the most value from TFS in the various .NET development shops within MN.IT Services @ DHS.

Contract Type

- Time and materials not to exceed \$25,000.

Project Milestones and Schedule

- Start date on or after September 1, 2013
- End date no later than December 31, 2013

Project Environment (State Resources)

- State staff assigned to this project are:
 - Tom Ammons
 - Jon Tracy
 - Brad Johnson
- Virtual servers to host TFS and SQL Server instances are in place.
- Areas within MN.IT Services @ DHS using TFS are as follows:
 - SSIS profile
 - Source control – Star Team
 - SSIS code is Delphi, converting over to C#
 - 3 – 4 .Net projects
 - ~ 10 Delphi projects
 - 26 Developers
 - Licensing profile
 - Source Control - some TFS
 - 150 – 200 projects.
 - 7 Developers
 - FOD profile
 - Source Control – Source Safe
 - 40+ applications/projects.
 - 5 Developers
 - Applied Technology Services
 - Source Control. Currently using CVS and a couple on a ‘test’ version of TFS.
 - 40 some projects.
 - 4 Developers
 - Child Care
 - Source Control – Star Team
 - 2 projects.
 - Gary Johnson
 - No Source Control
 - 2 projects
 - SOS DBAs
 - Need Source Control. Nothing else at this point.
 - MN Choices
 - Source Control – Visual Source Safe
 - 25 – 50 Projects
 - 6 Developers
 - MSOP
 - Source Control – TFS 2010
 - One Project (Phoenix)
 - Developers 2 Staff, 4 or more Contractors

Agency Project Requirements

- Work will be completed at MN.IT Services @ DHS offices during normal business hours of 8:00 am to 5:00 pm. Offices are located at:
 - 444 Lafayette Road North, St. Paul, MN
 - 540 Cedar St., St. Paul, MN

Responsibilities Expected of the Selected Vendor

- Have an existing employee with required skills and abilities
- Train and transfer knowledge to MN.IT SERVICES @ DHS employees

Required Skills (These are to be scored as pass/fail)

- Eight years' experience, at a minimum of four engagements, in the following areas:
 - TFS installation/configuration
 - TFS process/work item customization
 - TFS build customization/configuration for various application types (ASP.NET, Classic ASP/VB6)
 - TFS deployment process implementation for various application types (ASP.NET, Classic ASP/VB6)
- At least two separate engagements performing the following duties:
 - TFS 2012 installation/configuration
 - TFS 2010 to TFS 2012 migration
 - TFS 2012 Build customization/configuration for various application types (ASP.NET, Classic ASP/VB6)
 - TFS 2012 deployment process implementation for various application types (ASP.NET, Classic ASP/VB6)

Desired Skills

- Experience working with MN.IT Services at DHS TFS environment/setup/configuration
- Excellent verbal and written communication skills

Process Schedule

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| • Deadline for Questions | Friday, October 18, 2013, 3:00 PM CDT |
| • Anticipated Posted Response to Questions | Wednesday, October 23, 2013, 3:00 PM CDT |
| • Proposals due | Friday, October 25, 2013, 3:00 PM CDT |
| • Anticipated proposal evaluation begins | Monday, October 28 2013, 8:00 AM CDT |
| • Anticipated proposal evaluation & decision | Wednesday, October 30, 2013, 3:00 PM CDT |

Questions

Any questions regarding this Statement of Work should be submitted via e-mail by Friday, October 18, 2013, 3:00 PM CDT:

Name: Thomas Kine
Department: MN.IT Services @ DHS
Email Address: tom.kine@state.mn.us

Questions and answers will be posted on the Office of Enterprise Technology website by approximately Wednesday, October 23, 2013, 3:00 PM CDT (http://mn.gov/buyit/statements/mcp902ts_active.html).

SOW Evaluation Process

Each section of the vendor responses will be evaluated / scored by an evaluation team of MN.IT SERVICES @ DHS employees.

Step 1: Pass/Fail Criteria. Review responses to ensure proposals meet pass/fail criteria before further consideration/evaluation is completed.

Step 2: All proposals that meet the requirements of Step 1 will be evaluated based on the weighting factors listed below:

- Experience (required skills) (30%)
- Desired skills (20%)
- Proposed Work Plan (25%)
- Hourly Cost (25%)

Step 3: Interviews – MN.IT Services @ DHS, at their discretion, may conduct interviews with the top-scoring vendors as part of the final selection process.

The next section will point out more clearly how responses should be formatted and how they will be scored.

Statement of Work does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Agency reserves the right to reject any and all proposals.

Response Requirements

- Introduction
- Company overview
- Project Overview
- Detailed response to “Business Need”
 - a) Description of the vendor’s understanding of the need and explanation of their proposed solution.
 - b) Explain how the project will meet the requirements.
- Detailed explanation of the proposed project approach
 - a) Explain how the vendor will approach their participation in the project. This includes:
 - 1) Organization and staffing (including staff qualifications, resumes, etc.)
 - 2) Work-plan with life-cycle cost breakdown here
 - 3) Documentation of progress such as status reports
- Detailed response to staff augmentation
 - 1) Resume
 - 2) Cost
- Conflict of interest statement as it relates to this project
- Required forms to be returned or additional provisions that must be included in proposal
 - a) Affirmative Action Certificate of Compliance (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
 - b) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>

- c) Certification Regarding Lobbying
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
- d) Veteran-Owned/Service Disabled Veteran-Owned Preference Form
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>

Proposal Submission Instructions

- Responses must be emailed and received at the following address no later Friday, October 25, 2013, 3:00 PM CDT and should be addressed to:

Subject: TFS 2010 Upgrade Proposal

To: tom.kine@state.mn.us

- Responses must include the resume of the offered resource
- DO NOT include marketing materials or any other information not requested in Response Requirements.
- MN.IT SERVICES @ DHS will NOT be conducting a reverse auction for this SOW.

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of a this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Indemnification

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- a) Intentional, willful, or negligent acts or omissions; or
- b) Actions that give rise to strict liability; or
- c) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this SOW will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this SOW that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to

be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this solicitation, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

Responses to this solicitation must comply with the Minnesota IT Accessibility Standards effective September 1, 2010, which entails, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D which can be viewed at: http://www.mmd.admin.state.mn.us/pdf/accessibility_standard.pdf

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Preference

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference on state procurement to **certified small businesses** that are **majority-owned and operated by**:

- (1) recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs;
- (2) veterans with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs; or
- (3) any other veteran-owned small businesses certified under section [16C.19](#), paragraph (d).

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time.

If you are claiming the veteran-owned preference, **attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation.** Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.